

**CHAPTER 135  
A BY-LAW RESPECTING THE DESTRUCTION  
OF CERTAIN DOCUMENTS**

1. This by-law shall be known as and may be cited as the “Destruction of Documents By-law”
2. The Council may, by resolution, which may be in form as set out in Schedule “A” of this by-law, or to the like effect, cause the destruction of any documents or records of the Town after they are no longer required, provided that the Town Manager submits to the Council his affidavit setting forth each of the documents or records to be destroyed has been examined and that there is nothing of value therein.
3. The affidavit of the Town manager setting out that each document or record has been examined and that there is nothing of value therein may be in form set out in Schedule “B” of this by-law or to the like effect.
4. Nothing in this by-law shall authorize the destruction of the following documents:
  - (a) Deeds, mortgages, or other documents or records relating to the title of real property
  - (b) Court records;
  - (c) Records required to be kept by any statute;
  - (d) Records less than five years old;
  - (e) Minutes, by-laws or resolutions of the Council;
  - (f) Plans and surveying records; and
  - (g) Affidavits made pursuant to this by-law.
5. All former Disposal of Records By-law passed by the Council are hereby repealed and this by-law substituted therefore.

SCHEDULE "A"

Town of Bridgewater  
*Resolution of Council*

WHEREAS the documents and records of the Town of Bridgewater as set out in the affidavit of the Town Manager, sworn to the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_ are no longer required;

AND WHEREAS according to the said affidavit the said documents and records have been examined, and it has been determined that there is nothing of value therein and that the said documents and records do not include any documents or records which are exempt from destruction pursuant to Section 4 of the Destruction of Documents By-law;

BE IT THEREFORE RESOLVED that the said documents and records as set out in the said affidavit of the said Town Manager be forthwith removed and destroyed.

THIS IS TO CERTIFY THAT THE FOREGOING is a true copy of a resolution duly passed at a duly called meeting of the Town Council of the Town of Bridgewater duly held on the \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_ .

GIVEN UNDER the hand of the Town Manager and under the seal of the said Town this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_ .

\_\_\_\_\_

Town Manager

SCHEDULE "B"

Town of Bridgewater  
Affidavit

IN THE MATTER of the Municipal Government Act,

AND IN THE MATTER of the Destruction of Documents By-law of the Town of Bridgewater.

I, \_\_\_\_\_ of Bridgewater, in the County of Lunenburg, Province of Nova Scotia, Town Manager of the said Town of Bridgewater, do make oath and say:

- 1. THAT I am the Town Manager of the Town of Bridgewater;
- 2. THAT each of the documents and records listed immediately below have been examined pursuant to the Destruction of Documents By-law of the Town of Bridgewater which permits the destruction of documents and records which are no longer required;
  - (a)
  - (b)
  - (c)
  - (d)
  - (e)
- 3. THAT the aforesaid list does not contain any document or record exempt from destruction pursuant to Section 4 of the said by-law.
- 4. THAT to the best of my knowledge and belief there is nothing of value contained therein.
- 5. THAT the said documents and records are no longer required by the said Town Council.

SWORN TO at Bridgewater in the )  
 County of Lunenburg, Province )  
 of Nova Scotia this \_\_\_\_\_ day of )  
 \_\_\_\_\_, A.D., 20\_\_\_\_, )  
 before me: )  
 )  
 )  
 \_\_\_\_\_ )  
 )  
 A Commissioner of the Supreme )  
 Court of Nova Scotia )